

JOB OPPORTUNITY
NOW HIRING



California State Auditor
Bureau of State Audits

AUDITOR SPECIALIST III, BUREAU OF STATE AUDITS (INFORMATION SYSTEMS)

Position Number 339-100-4114-900

PERMANENT/FULL TIME EMPLOYMENT

SALARY RANGE: \$6,779.00 - \$8,655.00

DUTIES: Under the general direction of a Principal Auditor, BSA, the Auditor Specialist III, BSA, (IS) is the supervisory/managerial and highest level in the series responsible for the Bureau's information systems audit function that provides analytical and technical audit assistance. Specifically the duties for this position include but are not limited to the following:

- Managing, supervising, evaluating, mentoring, and providing on-the-job training for two to six Auditor Specialist I/II BSA (IS) staff and/or other relevant classifications.
- Reviewing work produced by staff, preparing clear and concise review notes, and clearing those notes.
- Ensuring the reports issued by the bureau are properly supported by sufficient, appropriate, competent, and relevant evidential matter; that there are no misstatements; that the report is consistent; and that all significant or material findings are reported.
- Managing highly complex information systems audits where the work is the most critical and sensitive in nature.
- Performing unusually difficult, complex, and/or sensitive aspects of information systems audits and/or reviews.
- Advising non-specialist auditors and executive management on standards and current trends related to information systems auditing.
- Preparing and delivering formal presentations.
- Other duties as assigned.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Organization and management of a broad range of governmental entities.
- Professional information systems auditing, assurance, security, and control standards and practices.
- Practices of supervision, staff development, and training techniques.
- General accounting and auditing principles and procedures; principles and practices of organizational management including planning, organizing, accounting, auditing and quantitative analysis methods.
- Research and information-gathering techniques; basic principles and practices of descriptive and inferential statistics; operations, procedures, functions, and work standards of the office.
- Programming using audit software products such as ACL or IDEA; or mainframe programming using such as applications as Job Control Language (JCL) mainframe utilities, COBOL, or, DYL280.

Ability to:

- Manage a team of Auditor Specialist I/II (IS) and/or other relevant classifications while effectively managing multiple complex audits at one time.
- Approve timesheets and time-off requests.
- Evaluate audit budgets prepared by staff for completeness, accuracy, and reasonableness.
- Manage audit budgets informing executive management of any significant budget overages.
- Evaluate audit evidence and make a determination of its sufficiency, competency, and relevancy.
- Provide advice and instruction to staff on methods of performing various information systems audits or computer-assisted data analysis techniques.
- Prepare and deliver formal presentations.
- Brief the Legislature and other interested parties about audit results.
- Travel and/or work in excess of 40 hours when necessary.
- Prepare and deliver formal presentations.

Possession of or interest in pursuing a professional designation as a Certified Information Systems Analyst (CISA.) or ACL Certified Data Analyst (ACDA).

HOW TO APPLY: Complete a standard state application (STD. 678). Send or deliver the completed application to:

Location

Bureau of State Audits
555 Capitol Mall, Suite 300
Sacramento, California 95814

Contact

Lynne Gaal
(916) 445-0255, ext. 226
(916) 322-7801 (fax)

In the 'remarks' section of the STD. 678 state your eligibility to apply for this position.

FINAL FILING DATE: UNTIL FILLED

SELECTION PROCESS: Candidates who have lateral transfer eligibility or who have current employment list eligibility may apply. After an initial screening of applications, bureau personnel will select only the most qualified candidates for an interview. The appointment will be made in accordance with applicable personnel laws and rules.

Upon appointment, all employees of the bureau are subject to **fingerprinting and having a background check conducted.**

All Bureau of State Audit employees are excluded from collective bargaining.

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN ANCESTRY, SEX, MARITAL STATUS, DISABILITY, POLITICAL AFFILIATION, AGE, SEXUAL ORIENTATION OR GENETIC INFORMATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.